

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date December 8, 1978		Division of Family & Children Services Specialized Services Section/ Preventive, Supportive, and Adult Services Unit/ 2nd Floor - 618 Ponce de Leon Ave. N.E., Atlanta, Ga. 30306		Application Number 77-82-A	
Application Number DHR-108				Date Received DEC 14 1978	Date Completed JAN - 5 1979
2. Person to Contact Mrs. Margaret Pierson, Chief or Mrs. Frances Allen		Working Title		Telephone Number 894-4444	
3. Action Requested					
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input checked="" type="checkbox"/> Amend Application No. <u>77-82</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest July, 1976		5. Records Series Title (followed by title used in office, if different) Legal Services Request/ Report Files			
Latest to present					
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
The Specialized Services Section, through the supervision of 19 State District Directors and 159 County Directors of Departments of Family and Children Services, has the responsibility for overseeing the field administration of Services to Children and Families; Services to Adults; Work Incentive Program (WIN); Support Programs; and the State Placement Program.					
The Preventive, Supportive, and Adult Services Unit has the responsibility to provide services to County Departments of Family and Children Services through a cooperative agreement between DHR and the State Department of Law. In arranging for this service, the State Attorney General, through administrative order, appoints special attorneys (attorneys in private practice in defined areas, State-wide) to assist the Attorney General and his staff in providing legal representation and consultation to staffs of County Departments of Family and Children Services.					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: receiving requests from County Departments of Family & Children Services; arranging for legal services to clients through the State Department of Law; and approving payment for those services.					
Included are form 510 (Rev. 9-77) (Legal Services Request/ Report) which shows DFACS Client Identification (Case ID #, name of parents, name of child(ren); program area of service (child protective services, adult protective services, foster care, adoption); eligibility status (recipient of AFDC or SSI, income eligibility, protective services, or none of the aforementioned); date, county, name of worker, name and address of attorney, and legal services requested, and appropriate explanations. Also included is a monthly listing from each attorney, State-wide, showing names of clients served and services rendered; correspondence approving payment for services, and related matters.					
The file is arranged : alphabetically by county; thereunder, alphabetically by name of attorney.					
8. Monthly Reference Rate How often are records referred to which are:					
One to six months old <u>10</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>1</u> ;					
twenty-five months and older <u>?</u>					
9. Annual Rate of Accumulation or Records					
Letter-size drawers <u>1</u> ; Legal-size drawers <u> </u> ; Shelves <u> </u> ; Other (Specify) <u> </u>					

*

YES	NO	10. Questionnaire (Place an "X" in the proper column) * the complete file (including form 510 and at, neys' notes are kept in this Unit -- the State Department Law has the official copy of applicable attorneys' notes.
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. see attached confidentiality statement
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? State Department of Law, DHR Budget Office and DHR Accounting Office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 2 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

for reference

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

Preventive, Supportive, and Adult Services Unit ☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

DHR Office of Budget Administration

Apply approved Schedule No. 75-240 - BUDGET (DHR State-wide) FILES

DHR Office of Accounting Services

Apply approved Schedule No. 78-185 - ACCOUNTY PAYABLE (Expenditure Voucher) FILES

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>Margaret A. Benson</i>	12-7-78	<i>Elizabeth W. Crank</i> Elizabeth W. Crank, C.R.M.	12/7/78												
<table border="1"> <thead> <tr> <th colspan="2">State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>[Signature]</i></td> <td>12-28-78</td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Carroll Hart</i></td> <td>12-22-78</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>[Signature]</i></td> <td>12-29-78</td> </tr> </tbody> </table>				State Records Committee (Signature)		Date	State Auditor/Designee	<i>[Signature]</i>	12-28-78	Secretary of State/Designee	<i>Carroll Hart</i>	12-22-78	Attorney General/Designee	<i>[Signature]</i>	12-29-78
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Secretary of State/Designee	<i>Carroll Hart</i>	12-22-78													
Attorney General/Designee	<i>[Signature]</i>	12-29-78													

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 3/10/77	1. Agency Address Department of Human Resources Division of Social Services Program Unit - Protective Services 47 Trinity Avenue Atlanta, Georgia 30334	Application Number 77-82	Date Received MAR 10 1977
Application Number DHR-130		Date Completed MAR 30 1977	
2. Person to Contact Val Weathers		Working Title Social Service Consultant	
		Telephone Number 656-4470	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1975 Latest Present		5. Records Series Title (followed by title used in office, if different) Legal Services Request/Report Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Social Services is responsible for administering, supervising and regulating non-medical service programs directed to the indigent of the State. These services include the placing of foster and adoptive children; and for providing counseling services in the areas pertaining to the delivery of community social services. Legal Services are provided to Social Services staff of County Department of Family and Children Services through a cooperative agreement between the Division of Social Services and the Department of Law. The Attorney General by administrative order appoints all Special Attorneys to assist the Attorney General and his staff in providing consultation and representation to Social Services staff of County Departments of Family and Children Services. Attorneys in private practice in each defined area are selected by the Department of Law. (Continued - attached sheet)			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: coordinating request for legal services on behalf of clients in the following program areas, Child Protective Services, Adult Protective Services, Foster Care and Adoption Services. Included are: Legal Services Request/Report (DCS/SSS-510) identifying requesting county DFACS, date of request, caseworker's name, attorney's name and address, type of legal services needed, previous legal activity on case and DFCS Client Identification. Files are arranged alphabetically by name of county thereunder, alphabetically by name of client			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <i>Monthly reports</i>
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>County DFACS, Attorney</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>3</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference need is a maximum 3 years.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

☐ Hold in the current files area _____ month(s) _____ year(s); then

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

Starting January 1, 1977, cut-off file every six months; then transfer to the State Records Center, hold 3 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Thomas J. Moore</i>	3/10/77	<i>Will - J. McDaniel</i> DHR-R1110	3-10-77

State Records Committee (Signature)		Date
State Auditor/Designee	<i>Thomas J. Moore</i>	3-15-77
Secretary of State/Designee	<i>Carroll Hart</i>	3-25-77
Attorney General/Designee	<i>Robert F. Heel</i>	3-24-77

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

Department of Human Resources
Division of Social Services
Program Unit - Protective Services
47 Trinity Avenue
Atlanta, Georgia 30334

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#6 (continued)

The Attorneys prepare itemized monthly statements of legal services provided. These statements are submitted to the Department of Law for payment and forwarded to the Division of Social Services for reimbursement. Consultation is reimbursed at \$30.00 per hour; representation is reimbursed at \$35.00 per hour. Social Services staff initiate legal services by submitting Form (DCS/SSS-510) monthly to account for activities of the lawyer related to that particular child/family. Submittal of Form 510 to the State Office authorizes reimbursement for the attorney's services. Cases may remain active for a number of months.